



The United States Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking applications for the Transitional Housing Assistance Program. This program furthers the Department's mission by providing housing assistance to victims of domestic violence, dating violence, stalking, or sexual assault.

OVW FY 2008 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program

Eligibility

Applicants are limited to States, units of local government, Indian tribes, and other organizations, including faith-based and other community organizations, that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by **February 12, 2008**.
All Applicants should register online with Grants.gov by **February 12, 2008**.
All applications are due by **8:00 p.m. E.S.T. on February 26, 2008**.
(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW- #OVW-2008-1773

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OVW FY 2008 Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program

(CFDA # 16.736)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ or the Department). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program

The OVW Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program (Transitional Housing Assistance Program) focuses on a holistic, victim-centered approach to provide transitional housing services that move individuals into permanent housing. Grants made under this grant program support programs that provide assistance to victims of domestic violence, dating violence, sexual assault, and stalking who are in need of transitional housing, short-term housing assistance, and related support services. It is critical that successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and that allow victims to choose the course of action that is best for them. Transitional housing programs may offer individualized services such as counseling, support groups, safety planning, and advocacy services as well as practical services such as licensed child care, employment services, transportation vouchers, telephones, and referrals to other agencies. Trained staff and case managers may also be available to work with clients to help them determine and reach their goals.

Deadline: Letter of Intent

All applicants who intend to apply for Federal Fiscal Year 2008 funding under this program are encouraged to submit a **non-binding letter of intent**, (please see http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by **February 12, 2008**. You may send the letter to OVW at ovw.transitionalhousing@usdoj.gov. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The Grants.gov registration deadline is **February 12, 2008**. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an AGO. For more information, go to www.grants.gov.

Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. E.S.T., February 26, 2008**. In addition, a hard copy must be sent via an overnight delivery method, postmarked by **February 26, 2008**. See page 9 for further instructions on this.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out of the initial review process.

By statute, eligible entities for this program are:

- States
- Units of local government
- Indian tribes
- Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, faith-based and community organizations, and culturally specific organizations, **that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.**

For the purposes of this program, *Indian tribe* is defined as any tribe, band, nation, or other organized group or community, including an Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 *et seq.*), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Notice to Tribal Applicants

The Violence Against Women and Department of Justice Reauthorization Act (VAWA 2005) created a new program (the Grants to Indian Governments Program) tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. The program combines the purpose areas from several existing programs including this one. While tribal governments are still eligible applicants within this program; the new statute requires the set-aside funds to be transferred to the new program. Tribes will no longer

need to submit several applications for multiple purposes. They will now be able to apply for all of the purposes within one application for the new program. The solicitation for the Grants to Indian Governments Program is expected to be available in January 2008. Notwithstanding the new grant program, all eligible applications from Indian tribal governments submitted under this solicitation will be considered for funding.

Other Organizations

For the purpose of this program, other “organizations” include nongovernmental private entities, including faith-based and community organizations. Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged from applying unless they are proposing activities clearly focused on the purpose and scope of this program.

An organization can demonstrate a history of effective work by showing the number of years the agency has provided direct services, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

OVW Transitional Housing Assistance Program – Specific Information

Types of Applicants

In Federal Fiscal Year 2008, OVW will accept applications only from **continuation** applicants who received awards in Federal Fiscal Year 2005. New applicants or current grantees who received funding in Federal Fiscal Year 2006 and Federal Fiscal Year 2007 are not eligible to apply.

Even though applications are restricted to continuation projects, the process is very competitive given the large number of applications are anticipated. Continuation funding is not guaranteed.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. If current grant awards run out of funds prior to the end of the grant period, new funds, if awarded, may not be available until October 1, 2008.

Award Period

The award period for these grants will be 36 months. **The Budget must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Transitional Housing Assistance Program funds for Federal Fiscal Year 2008 will be awarded based on the following guidelines:

- Applicants may apply for an amount equal to or less than a previous award that they have received to conduct the same or similar work;
- Applicants should base their award request on the amount of funds that were expended during a 36-month budget cycle and not solely on the amount that was previously awarded; however, award amounts for applications that propose to enhance or expand current efforts may exceed the previous award amount. Applicants should ensure that the increased award amount does not exceed the level of effort necessary to complete the project.

OVW may negotiate the scope of work with applicants and adjust the budget accordingly prior to granting an award. All applications will be subject to an internal review process.

Program Scope

Under 42 U.S.C. § 13975, grants under this program support programs to provide assistance to individuals who are homeless or in need of transitional housing or other housing assistance as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking; and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Statutory Program Purposes

By statute, Transitional Housing Assistance Program funds may be used for the following purposes:

- Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;
- Programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- Programs that provide support services designed to enable individuals who are fleeing domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing and integrate into a community by providing those individuals with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

OVW is interested in programs that provide a broad range of holistic, victim-centered transitional housing services that move individuals to permanent housing, including transportation, counseling, child care services, case management, and employment counseling.

During OVW internal review, applications that are partially out of scope will receive up to a 25-point deduction. **Applications that propose projects that are substantially outside the scope of the Transitional Housing Assistance Program will be disqualified from further funding consideration.**

Limited Use of Funds for Legal Advocacy

Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of domestic violence, dating violence, sexual assault, or stalking locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters. Funds under this grant program may not be used for comprehensive, long-term legal assistance.

Services to Victims

Grant funds may be used to provide services only to victims of domestic violence, dating violence, sexual assault, or stalking and their children. Services may only be provided to victims: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Elder Abuse

Grant funds may be used to address intimate partner abuse and sexual assault committed against an individual aged 50 or older. **All applications addressing elder neglect or elder caregiver abuse will be considered out of scope.**

Sanctions Against Victims

Participation by individuals in support services shall be **voluntary**. Victims should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal justice system. **All applications addressing sanctions against victims or specifying mandatory participation in support services will be considered out of scope.**

Prevention Activities

All applications addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns) will be considered out of scope.

Areas of Special Interest to OVW

In Federal Fiscal Year 2008, OVW is particularly interested in projects that:

- Create innovative partnerships between domestic violence, dating violence, sexual assault, and/or stalking victim service providers and faith-based and community organizations that improve the overall value and effectiveness of transitional housing by bringing together organizations with expertise in the dynamics of domestic violence, dating violence, sexual assault, or stalking to provide a broad spectrum of support services, such as mentoring, job training, childcare, and literacy education;

- Develop innovative programs to provide services to older individuals (defined as victims of sexual assault and intimate partner domestic violence who are 50 or older) by addressing the unique barriers to receiving assistance that these victims face;
- Address the complex needs of individuals with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to individuals with disabilities;
- Provide transitional housing in rural jurisdictions while addressing the lack of available resources in those jurisdictions, social and cultural challenges, and geographic isolation; and
- Develop innovative approaches to improve transitional housing program accessibility and culturally sensitive services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying the Transitional Housing Assistance Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Failing to conduct safety planning with clients;
- Promoting procedures and policies that fail to protect the confidentiality of victims;
- Promoting facility procedures and policies that fail to account for physical safety issues;
- Sponsoring alternative dispute resolution or joint counseling as a response to domestic violence; and
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint).

Unallowable Activities

Grant funds under the Transitional Housing Assistance Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to buildings, including minor renovations.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<p>(1) Number of persons served;</p> <p>(2) Number of housing units funded; and</p> <p>(3) Number of support services provided.</p>	<p>This information will be provided to OVW through semi-annual progress report forms. Please see: http://muskie.usm.maine.edu/vamamei/attachments/pdf/forms/ruralform.pdf for a sample form.</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions:

Complete instructions can be found at www.grants.gov. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application, including signed copies of all required Assurances and Certifications, **postmarked by February 26, 2008** to:

The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Transitional Housing Assistance Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000

CFDA Number:

The Catalog of Federal Domestic Assistance number for this program is #16.736, titled "Transitional Housing Assistance," and the funding opportunity number is OVW-2008-1773.

A DUNS Number is required:

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for

a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is #16.563 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. To successfully submit your application, you must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in Grants.gov. Note that the Project Narrative (Items D through G below) may not exceed 20 pages in total.

- A. Summary Data Sheet (limit to one page)
Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official;
- The name of the agency and type of agency or organization (e.g., local government, state government, tribal government, non-profit) applying for funding;
- All organizations collaborating on the project, including faith-based and community organizations. Please indicate any partners that are new to the project as well as partners mentioned in the first grant award that are no longer collaborating on the project;
- Whether this project is a local, tribal, or multi-jurisdiction project;
- The communities or regional area(s) where this project will be implemented; and
- A list of other Federal grant funding, if any, that will complement the project.

B. Abstract/Proposal Summary (limit to one page)

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. A statement should also be included to clarify if the proposed project is continuation only or if expansion is being proposed. Summaries of past accomplishments should be avoided in the abstract.

Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project (limit to five pages)

All applicants need to complete this section. This section will be used for internal review only. Applications that do not meet the criteria below may receive a deduction in points. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the Narrative. State what has been accomplished with previous funding under the Transitional Housing Assistance Program, including the following:

- A description of the goals and objectives from the prior period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 26, 2008, the anticipated time line for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request;
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the life of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the

current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Transitional Housing Assistance Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from DOJ;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee has closed out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement; and
- Whether grant funds have been spent in a timely manner.

Please note that applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs (OJP) financial requirements, or did not comply with special conditions from previous grants will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information;
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- Describe the scope of the project, including the estimated number of *unduplicated* individuals who will receive services and any distinguishing characteristics (e.g., victims with disabilities, immigrant populations, or older individuals who are victims of domestic violence, dating violence, sexual assault, and/or stalking); and
- State why existing programs and services do not meet the transitional housing needs of victims of domestic violence, dating violence, sexual assault, and/or stalking.

E. What Will Be Done (40 points)

This section should briefly:

- Detail project goals and objectives, describing specific tasks and activities necessary for accomplishing each, and include a timeline for all project activities including the planning phase if applicable;
- Describe how additional funding will continue and/or enhance the existing project; and
- Describe the applicant's method for determining client eligibility (e.g., screening tools), services offered, facility rules and regulations, facility safety planning, and a fee schedule (if applicable).

All projects must provide housing services for an anticipated minimum length of stay of 6 months and a maximum length of stay of 24 months. Victims may request a waiver for not more than an additional 6-month period if the victim has made a good faith effort to acquire permanent housing and has been unable to acquire permanent housing. Additionally, the application must include a plan to provide follow-up support services for a minimum of 3 months after a victim has secured permanent housing.

F. Who Will Implement the Project (10 points)

Applicants must identify the State, unit of local government, Indian tribal government, and other organizations responsible for implementing the proposed project. This section should identify **all** project partners specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. The Narrative should include program activities during the planning stage of the project (e.g., advisory groups, planning committees, or joint staffing of the project), and a description of the ways the partnership would function throughout the implementation of the project. A description of the expertise or experience of key staff should also be included.

In addition, all applicants are required to collaborate with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-based and community organizations. Non-profit, non-governmental domestic violence, dating violence, sexual assault, and/or stalking victim service organizations must be involved in the development and implementation of the project. **All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking must collaborate with at least one project partner (e.g., job training organization, housing authority, legal services agency, law enforcement, etc.) and submit a Memorandum of Understanding (see page 16).**

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, dating violence, sexual assault, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Transitional Housing Assistance Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative (Total 15 points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

Funding to support the Transitional Housing Assistance Program in Federal Fiscal Year 2008 is contingent upon congressional appropriation of funds. Therefore, awards under this program are subject to the availability of funds. Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 36-month budget. Applicants should use the anticipated project start date of September 1, 2008.

Applicants may apply for an amount equal to or less than a previous award that they have received to conduct the same or similar work. Existing staff positions funded under the applicant's initial Transitional Housing Assistance Program may continue to fund these positions with continuation funding at 50% of the full-time salary during the three year supplemental award period. If new personnel positions are being added to the grant, these positions may be funded at 100% for the first two years and no more than 50% in year three of the supplemental project period. Application budgets should include personnel positions that are vital to the success of the program (e.g., advocates or case managers).

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from OVW's Director.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities.

For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Due to higher travel costs associated with the U.S. Territories, Virgin Islands, Puerto Rico and the States of Hawaii and Alaska, applicants from these locations should allocate \$20,000 for OVW-designated technical assistance. Up to two individuals may attend each training (at least three OVW trainings are required during the grant period). Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA funds not used by the end of the grant period may not be reprogrammed or drawn down for other purposes. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include *additional* funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and/or stalking. This may include faith-

based and community organizations. Non-profit, non-governmental domestic violence, sexual assault, and/or stalking victim service organizations must be involved in the development and implementation of the project. All applicants that are nonprofit, nongovernmental organizations serving victims of domestic violence must collaborate with at least one project partner (e.g., job training organization, housing authority, legal services agency, law enforcement, etc.). OVW requires this to be done by the submission of an MOU.

Each applicant must include as an attachment, a current (**i.e., signed and dated during the development of the proposal**) MOU created and signed by the chief executive officers and/or directors of:

- Relevant local government agencies participating in project development or implementation (e.g., social services, the courts, or housing authority);
- Nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking programs, or community-based organizations that represent the views and concerns of domestic violence, dating violence, sexual assault, and/or stalking victims; and
- Other community agencies or organizations that will collaborate to implement the project.

Applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which will involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant reporting requirements. For more information on these requirements, please refer to section titled "Performance Measures" (on pages 8-9).

Signatories should be sure to include their titles and agencies under their signatures. **Letters of support may not be submitted in lieu of the MOU.**

The MOU should be a single document that includes signatures and dates from all partners. Separate signature pages for partners are not acceptable.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and the designated technical assistance providers. Grant recipients will be asked to identify grant-supported personnel and project partner representatives to participate in technical assistance events. **All training will be coordinated by OVW's technical assistance provider for the Transitional Housing Assistance Program. Applicants will be required to attend at least three OVW sponsored training events over the 36-month grant period.**

Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which continuation and/or expansion activities are clearly described;
- The extent to which activities reflect sound and innovative strategies to improve victim safety; and
- The extent to which the budget is reasonable and within established limits.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to external peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether all statutory eligibility criteria are met (see page 4);

- Whether the application proposes significant activities that may compromise victim safety (see page 8); and
- Whether the proposed budget is within the established guidelines (see pages 14-15).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities (see page 11 for further details on criteria for this review). Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with OJP's financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following external peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be considered for funding.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile or hand delivered. Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.**

Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- Budget, budget summary, and budget narrative;
- Letter of non-supplanting;
- An MOU (signed copy must be sent with electronic submission). If a program does not have a scanner, the MOU may be submitted via RightFax);
- A current Indirect Cost Rate Agreement (if applicable); and
- Financial Capability Questionnaire, if applicable.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-800-518-4726**.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by February 26, 2008** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Transitional Housing Assistance Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**